



DEPARTMENT OF THE ARMY
OFFICE OF THE DEPUTY CHIEF OF STAFF, G-1
ASSISTANT G-1 FOR CIVILIAN PERSONNEL
WEST REGION, SOUTHWEST AREA
301 MARSHALL AVENUE
FORT RILEY, KS 66442

REPLY TO
ATTENTION OF

PECP-PAC-A

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Southwest Area Tuition Assistance Program Policy and Procedures -
Guidance Memo No. SWA-04-04

The Southwest Area is committed to the benefits associated with enhancing employee skills and increasing academic training opportunities. Reaching an educational goal is a lofty endeavor that takes dedication, perseverance, and the desire to improve individual and organizational performance. Accordingly, it is recognized that tuition assistance provided to Department of the Army employees is one method by which supervisors and managers can encourage self development and skills proficiency.

The opportunity to utilize this Tuition Assistance policy is afforded to all employees assigned to the Department of Army, Assistant G-1 for Civilian Personnel West Area, Southwest Area. Employees may utilize this assistance for graduate and undergraduate college coursework taken from an accredited learning institution. Tuition Assistance is offered to encourage self development, skills proficiency in achieving the agency's mission, and subsequent improvement in individual and organizational performance.

Procedural requirements for the Southwest Area Tuition Assistance Program are listed below:

a. CPAC Chief/CPOC Operations Manager and Area Staff Supervisors will:

(1) Discuss with employees the relationship of course content to current/future duties, the organizational mission, and anticipated benefits.

(2) Approve Tuition Assistance request IAW regulations and this policy and certify availability of funds in their training budgets.

(3) Will sign or have personnel with Delegated Training Approval Authority sign, in Section D, Block 32c and 34d (DD Form 1556) as the approving official and submit the form to HRDD.

(2)

b. Employees will:

(1) Identify applicable courses, and discuss mission related training requirements with their immediate supervisors.

(2) Maintain a minimum cumulative grade point average (GPA) of 2.0 on the courses funded by Tuition Assistance. If GPA is less than 2.0, must reimburse the government.

(3) Submit a Tuition Assistance packet to the supervisor, 60 days prior to the course start date, which includes the following documents:

(a) Statement of Interest describing in 300 words or less why employee wants to participate in the training opportunity; the contributions the employee brings to the program; and what benefits to the organization are likely to result from the employees' participation.

(b) DD Form 1556, Request, Authorization, Agreement, Certification of Training and Reimbursement. Instructions for completion of the DD Form 1556 and guidance for the authorizing official are available at: <http://www.dtic.mil/whs/directives/infomgt/forms/ddforms1500-1999.htm>. A separate form is required for each course. Retroactive approval is not authorized.

c. The immediate supervisor is responsible for the following steps related to approval of the Tuition Assistance Packet:

(a) Review the packet and make recommendations to the approving official.

(b) Ensure that Tuition Assistance sponsored courses are reflected in the annual Training Needs Survey (TNS), and on Individual Development Plan (IDP).

(c) Utilize the link provided to ensure that the course taken is from an accredited university/college available at: <http://www.ed.gov/admins/finaid/accred/index.html>.

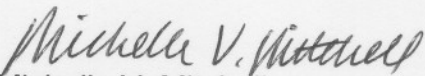
d. This program will pay the cost of tuition and books only. It will not cover expenses such as supplies, equipment, parking fees or travel costs.

(3)

e. Tuition Assistance can be used concurrently with VA educational benefits, scholarships, military tuition assistance, and military spouse tuition assistance. However, Southwest Area Tuition Assistance Program will be used to pay the remaining balance after other forms of assistance have been utilized.

f. The Human Resource Development Division, Tuition Assistance Coordinator, will coordinate, monitor and conduct needs assessment surveys and market the program to the Southwest Area.

g. Point of contact is Hans Hart, Comm 785-239-2740, DSN prefix 856; or email Hans.Hart@us.army.mil.


Michelle V. Mitchell
CHR Southwest Area Manager

DISTRIBUTION:
All SW Area CPACs
SWCPOC Operations Manager
Area Staff